

Board responsibilities, but not limited to...There may be additional duties not listed

- Dues notification and collection
- Liens and court collection
- Proposing yearly budget
- Paying bills, reporting on income/expenses, etc.
- Newsletter design
- Newsletter distribution
- C&R violations: identifying violations, sending letters, enforcing, etc.
- Running the annual meeting
- Attending board meetings (frequency: 3/6/9/12 times per year)
- Addressing neighbor concerns
- Maintaining website
- Obtaining landscaping/snowplowing bids, contracting with vendors
- Overseeing landscaping/snowplowing vendor
- Physically maintaining sub (rid-o-rust, salt intersections, minor upkeep)
- Getting mail from PO Box
- Interacting with Township (road project, etc.)
- Maintaining current resident list with addresses and emails
- Responding to realtor inquiries
- Contracting and/or arranging for other services (e.g., Christmas lights, flower planting)
- Emailing Canton's Ordinance Officer regarding property violations
- Reserve rooms for HOA meetings
- Survey common areas for fallen trees; cut up and remove as needed